



## UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
111 SOUTH TENTH STREET, FOURTH FLOOR  
ST. LOUIS, MISSOURI 63102

[www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)

DANA C. MCWAY  
CLERK OF COURT

DIANA DURKEE AUGUST  
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## **UNCLAIMED FUNDS RETRIEVAL NOTICE**

The following serves as a guide for all funds locators and bankruptcy practitioners seeking to recover unclaimed funds from the United States Bankruptcy Court, Eastern District of Missouri. This is not a comprehensive guide, as it cannot address every contingency which may arise during the course of recovering unclaimed funds, and any specific questions you may have should be directed to Diana Durkee August, Chief Deputy Clerk, at (314) 244-4602 or Dana LaRosa, Financial Specialist, at (314) 244-4902.

Each week an alphabetic letter is released to the *St. Louis Daily Record*, a legal newspaper for the St. Louis metropolitan area. All creditors whose name begins with this letter will be listed in the particular issue of the *St. Louis Daily Record*.

The following forms must be submitted by all representative petitioners prior to retrieval of unclaimed funds:

- Application for Payment from Unclaimed Funds
- Affidavit of Creditor Information (notarized)
- Power of Attorney (notarized)
- Proposed Order for Payment of Unclaimed Funds

With the exception of the Power of Attorney form, the abovementioned forms can be obtained from the Court's web site at the following address: [www.moeb.uscourts.gov](http://www.moeb.uscourts.gov). Additional documentation may be necessary under some circumstances (ex., original creditor has merged with another entity, etc.).

The following rules apply with regard to submission of the forms: 1.) The Court will not accept documents which appear to have been altered in any material way. 2.) Documentation should include original signatures and should not be on facsimile paper. 3.) The proposed Order for Payment of Unclaimed Funds should require the check to be issued payable to the claimant and the locator jointly.

DANA C. McWAY  
CLERK OF COURT

BY: \_\_\_\_\_

**Dated: January 8, 2001**

**Diana Durkee August  
Chief Deputy Clerk**